



Child Care Facilities STAFF File Checklist: _____

Employee/Volunteer Name _____

Items in **Bold** are required before employment may begin:

Underlined items are required with varying application/renewal dates:

Subject:	Date:	Date:	Date:
Employment Date: Application must be on file, including proof of identity (Driver's License, Passport, etc.), work eligibility. Use form CF-FSP 5131 for five-year employment history verification.			
AHCA "Clearinghouse" Background Screening with Photo ID on form: FBI, FDLE and Local Law Enforcement Rescreening required every Five years.			
Child Abuse/Neglect Reporting Requirements: CF-FSP Form 5337 must be signed annually using the most up to date form.			
Attestation of Good Moral Character: CF Form 1649A must be signed using the most up to date form.			
<u>First Aid/CPR Pediatric Training</u> Certificate expires on: Required within 60 days of employment.			
<u>40 Hour DCF Introductory Child Care Training:</u> Beginning Date: Must begin within 90 days of employment and completed within one year.			
<u>10 Hour In-house Child Care Training Annually</u> to include: Identifying and Reporting of Child Abuse.			
<u>Early Literacy Training:</u> 5 clock-hours/.5 CEU within first 12 months.			
<u>Fire Drill and Use of Fire Extinguisher Training:</u> Required within the first 30 days of employment.			
Driver's License: Optional except for Transportation Drivers.			